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TO : Director of Training

DATE: 4 August 1955

FROM : Chief, Plans &amp; Policy Staff

SUBJECT: Weekly Activities Report #31 -- 26 July - 2 August

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Survey [REDACTED]

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Mr. [REDACTED] of the Management Staff has requested a copy of the IG Report in connection with his analysis of the training problems of [REDACTED]. He advised this Staff that he expects to complete the initial phase of his report and deliver it to the Chief, Management Staff by 8 August.

CSPB Support Committee

Two meetings were held during this period by the Chairman, CSPB Support Committee at which the Committee recommendations to the CSPB were firmed up and presented. The Office of Training, together with TSS, represented a minority of the Support Committee in challenging the competence of the Chiefs of the Administrative Staffs of DD/P Divisions to determine whether or not support annexes were required for any given country appendix. It should be explained that TSS and OTR were a minority only in a technical sense, since the Chairman did not refer the revisions recommended by OTR and TSS to the remainder of the Committee. The Chairman chose to meet with the Committee in groups of two or three in order to expedite action on the paper for presentation to the CSPB. This subject will be reported on separately in detail.

Space Requirements

DD/I and DD/P support were obtained for the Office of Training proposal to establish a multi-purpose Agency orientation and exhibits center as an integral part of the new CIA building. The OTR proposal was presented to the sub-committee on space on 3 August with copies to the DD/S requesting his support as Chairman of the Steering Committee on Building Requirements.

ORR Briefing for OTR Personnel

By arrangements with the Special Assistant to the AD/RR a special briefing for OTR personnel will be presented on 10 August 1955. ~~Fourteen~~ personnel of the OTR have been designated to attend. There will be no representation at the briefing from the Operations School or the Assessment & Evaluation Staff.

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OTR 5th Anniversary Report

Mr. [ ] who has been designated chairman of a committee to develop the format and terms of reference for a report to the DCI from the Office of Training on the accomplishments of OTR during the first 5 years of its existence, is in the process of organizing the committee and defining the tasks for its members.

Civil Service Commission Agency Training Manual

This Staff is reviewing a manual, subject, "Assessing and Reporting Training Needs and Progress," prepared by the Program Planning Division of the Civil Service Commission. The objective of the Manual is to provide a basis whereby departments and agencies of the Government can put into effect the 11 January 1955 presidential directive on employee training throughout the Agency. The Staff has been requested to comment and where appropriate make recommendations on improving the Manual to increase its usefulness to the Government.

A Program for Encouraging Voluntary Development of the Agency's Language Resources

The Staff completed a re-draft of the covering memorandum conveying the subject program to the DD/S and DDCI recommending that it be approved in principle and considered in the light of previous recommendations made but not yet acted upon which deal with the total area and language problem of the Agency.

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